

PROPERTY MANAGEMENT
EQUIPMENT LOSS REPORT

Department Name: _____ Date: _____
 Report submitted by: _____ Loss discovered by? _____
 Date of Incident: _____ Time: _____ AM PM
 Location: _____ Building: _____ Room: _____

(1) Was a Police Report Filed? Yes No Report No. or Info: _____

If no, explain: _____

Note: You must report theft or suspected theft of property to nearest law enforcement agency (on or off campus). Per SAM 8643

(2) If the lost item was a computer, PDA, or storage device, did it contain any Level 1 Data? Yes No
 If yes, you MUST contact SSU's Information Security Office and Provide ISO Case Number here: _____

(3) Did the loss occur off campus? Yes No If yes, complete this section:
 Equipment was checked out to: _____ Date: _____
 Address of incident: _____

(4) Were items discovered missing during annual inventory? Yes No If yes, complete this section:
 How were items safeguarded?
 Were rooms/cabinets locked? Yes No Was equipment cabled down? Yes No
 If no, explain: _____

(5) Summarize details relating to this loss:

(6) What precautions are now in effect to prevent repeated loss?

(7) List stolen, missing or damaged items: (Use attachment for additional items or summary)

PROPERTY TAG	SERIAL NUMBER	DESCRIPTION/BRAND/MODEL

Signature of person reporting loss: _____ Date: _____

Department: _____ Title: _____ Phone: _____

Signature of Property Manager: _____ Date: _____

Signature of Division Vice President: _____ Date: _____